



PROPERTY INFORMATION REQUEST FORM

In order to provide the requested information for the parcel # listed below, a payment in the amount of \$10.00 is required (at the fee of \$10.00 per parcel, per the Town of Townsend Fee Schedule). In order to generate an invoice for this request, please complete section one and two on this form and email to townhall@townsend.delaware.gov. Once received, we will forward the invoice to you via email with instruction on how to submit payment.

SECTION 1:

REQUESTER'S NAME: _____

COMPANY NAME: _____ PHONE: _____ EMAIL: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

SECTION 2:

TAX PARCEL NUMBER: _____

PHYSICAL ADDRESS: _____

CURRENT PROPERTY OWNER: _____

LIEN HOLDER:

- NAME: _____

- ADDRESS: _____

- LIEN AMOUNT: _____

REASON FOR REQUEST (check box):

- SETTLEMENT -- DATE OF SETTLEMENT _____
- REFINANCE -- DATE OF REFINANCE _____
- TRANSFER -- DATE OF TRANSFER _____

For Town of Townsend Townhall Use ONLY:

BALANCES OWED:	
-PROPERTY TAXES: Tax Year Range: 07/01/current year through 06/30/following year Property Taxes are billed every August of each year and are due by October 31st of each year	
- UTILITY FEE <i>(street lights/garbage)</i>	
-VIOLATIONS/FINES	
-ANY ENCUBERANCE TO PROPERTY:	

TOWN OFFICIAL'S NAME / DATE _____